

## **List of Policies and Procedures followed by Sowing Seeds Pre-School**

- 1.1 Children's rights and entitlements
- 1.2 Safeguarding children and child protection
- 1.3 Looked after children
- 1.4 Uncollected child
- 1.5 Missing child
- 1.6 Online safety (inc mobile phones and cameras)
- 1.7 Whistleblowing Policy
  
- 2.1 Student placements
- 2.2 Induction of employees and volunteers
  
- 3.1 Induction of employees and volunteers
- 3.2 First Aid
  
- 4.1 The role of the key person and settling-in
  
- 5.1 Staffing
  
- 6.1 Administering medicines
- 6.2 Managing children who are sick, infectious, or with allergies
- 6.3 Recording and reporting of accidents and incidents
- 6.4 Nappy changing
- 6.5 Food and drink
- 6.6 Food Hygiene
  
- 7.1 Promoting Positive Behaviour
  
- 8.1 Health and safety general standards
- 8.2 Maintaining children's safety and security on premises
- 8.3 Supervision of children on outings and visits
- 8.4 Risk assessment
- 8.5 Fire safety, emergency evacuation and lockdown procedure
- 8.6 Animals in the setting
- 8.7 No smoking
- 8.10 Staff personal safety including home visits
  
- 9.1 Valuing diversity and promoting inclusion and equality
- 9.2 Supporting children with special educational needs
- 9.4 British values
  
- 10.1 Admissions
- 10.2 Parental involvement
- 10.3 Children's records
- 10.4 Provider records

- 10.5 Transfer of records to school
- 10.6 Confidentiality and client access to records
- 10.7 Information Sharing
- 10.8 Working in partnership with other agencies
- 10.9 Making a complaint